**Repps with Bastwick Minutes of the Annual Parish Council Meeting held on 5th June 2017 at the Village Hall at 8pm**

**In attendance:** Cllrs: Fred Sharman (Chair), Tom Ellis (Vice Chair), John Mitchell, Andrew Wright, Philip Shreeve, David Burrage, Alison McTaggart, and Claudia Dickson (Clerk). BCllrs B and M Coleman, CCllr H Thirtle and 2 members of the public.

Cllr Sharman began the meeting by thanking Cllr McTaggart for her 17 years as Chairman and presented her with a bouquet of flowers from the Councillors.

1. **Apologies for Absence**

PC Gary May and PCSO Edwards

1. **Declarations of Interest in Respect of the Current Agenda**

Cllrs Burrage and Shreeve item 10.

1. **Minutes of the Last Meeting**

It was proposed by Cllr Burrage that the minutes of the previous meeting be accepted as a true record. Seconded: Cllr Shreeve. Unanimously agreed.

1. **Matters Arising**

The Clerk and Cllr McTaggart had received a report from a parishioner about a subsided corner along Grove Road. The Clerk had reported it to Highways who had investigated but do not feel it needs repairing at present. They will continue to monitor the problem.

Cllr Sharman fed back from the meeting he had had with Jon Winnett regarding the flooding issue from the ditch at the back of the Village Hall. Mr Winnett is not in favour of additional pipes but will arrange for the ditch at the front of the hall to be cleaned out and will give Cllr Sharman enough sandbags to create 4 or 5 stops further up the dyke hopefully to slow the rate of water flow. Cllr Sharman will trim the hedges back and requested that once the dyke has been cleared a fence is erected as the dyke is deep and dangerous there. If there are further problems after those works then a new solution will be looked at. It was suggested the Village Hall committee could put a larger edge along the pipe at the entrance to the car park.

1. **Borough and County Councillor Reports / Police Report**

PCSO Edwards sent the following report: during the last month there have been 5 calls for police assistance - 1 missing person, 1 suspicious circumstance, 1 ASB nuisance, 1 fire, and one Road Traffic Collision. There were no emerging issues from these calls and one crime has been recorded of a perceived blackmail.

BCllr M Coleman reported back on last month’s query regarding whether the GYBC houses will be joined to the mains drainage scheme. She has asked Trevor Chaplin, Group Manager for GYBC Housing Services, who didn’t know about the new drains, and also queried it with Richard Oliver at Norse. She has yet to hear back from them and recommended the Clerk also contact them.

The Clerk was also asked to contact Anglian Water to request a representative attend the next Parish Council meeting to give an update. Cllr Burrage reported that he had found the workmen to be friendly, polite and helpful.

New County Councillor Haydn Thirtle introduced himself and said there was nothing to report from Norfolk County Council yet. He has attended one meeting for the allocation of jobs and is on the Adult Services and Finance Committees. He told the Council he is readily available to help. He is also on the Broads Authority.

1. **Correspondence**

* The Clerk had received, and forwarded on to the Councillors, notification of a deposit relating to rights of way. A discussion was had regarding the plans but it was not felt it affected Repps with Bastwick.

1. **Parish clerk’s report - update on highways and other issues**

* The Clerk had phoned Graham Watson about the trees on Low Road but was not able to speak to him. The relevant post code was passed on. The trees have still not been trimmed so the Clerk will follow it up.

1. **Financial and administration matters**
2. Invoices to approve for payment

The Income and Expenditure report was given to the Councillors along with a list of the invoices to be approved for payment. Cllr McTaggart proposed the payments be approved, Cllr Wright seconded and all agreed.

1. Approval of the Accounting Statement of the Annual Return

Following Cllr Wright’s audit of the cash book Cllr Sharman and the Clerk signed the Accounting Statement of the Annual Return.

1. Cllr Ellis was provided with the Bank Mandate form to add him as a signatory.
2. **Planning Matters**

* Confirmation had been received for 2 planning applications being granted - Bastwick Cottage side extension and porch, and the Petrol Station alterations including demolition.
* The Clerk had not received confirmation or otherwise of the Poultry Unit application at Hall Farm.

1. **Allotments**

The Clerk had sent a letter to Mr King regarding the state of his allotment but not had a response as yet.

1. **Newsletter**

The Clerk provided the Councillors with the May newsletter for distribution.

1. **Transparency Funding**

The Clerk reported that additional Transparency funding can be claimed for the time she spends updating the website. The Council was in agreement.

1. **Footpath Opposite the Fish and Chip Shop at Potter Heigham**

The Clerk had received an email from the Potter Heigham Clerk stating subsidence problems with the car park area beyond the footpath. 2 previous Clerks have ascertained the land does not belong to anyone although the last works done on it were by the Broads Authority. Liability will be assumed if further work is undertaken by the Council. CCllr Thirtle offered to query the matter with the Broads Authority.

1. **Matters for reporting or future agenda**

* Archaeological report for Manor Farm

1. **Public participation**

Cllr McTaggart queried if it was know what Anglian Water will make good when they have finished. Would it be worth asking them to extend the trod path as a gesture of goodwill. The switch on of the new sewer will be in January 2018.

Cllr Mitchell reported there had been technical problems with the Post Office but he was hopeful it would be up and running this week.

Cllr McTaggart requested the Clerk ask CGM tidy up the footpath running from the A149 to Low Road.

Cllr Sharman asked the Parish Council for an endorsement for him to cut the verges at Church Road on to the B1152 for visibility. The Council agreed this was necessary.

1. **Date and Time of the Next Meeting**

The next meeting will be held on 4th July 2017, in the Village Hall at 8 pm.

**Attachments:** Draft Payments, and Income and Expenditure summary.